

# Microsoft - SharePoint for Office 365 Site Owner Training

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<b>Code:</b>	55261
<b>Length:</b>	2 days
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This class gives you hands-on experience with SharePoint 365 Site Owner tasks. You have the opportunity to practice building and managing team sites, creating and editing content, integrating Excel and Outlook, and managing permissions. First, your expert SharePoint instructor will demonstrate how to build different types of sites and how to create and configure site navigation. Then, your live trainer will provide guidance on managing page content. Next, you will learn best practices for using web parts, creating site columns, using content types, and integrating with Excel and Outlook. Finally, the class wraps up with SharePoint site permissions including hands-on practice creating SharePoint groups, assigning permissions, and adjusting permissions inheritance. By the end of this class, you will be ready to help users securely share documents, collaborate on content, and access the business information they need to work together more efficiently.

## Skills Gained

- Learn to navigate a SharePoint 2016 Team Site.
- Learn to create and edit web page content.
- Learn to create site columns and content types.
- Learn to integrate Office applications with SharePoint 2016.
- Learn to manage basic permissions of SharePoint 2016 resources.

## Who Can Benefit

This course is intended for site owners and managers new to working in a SharePoint Office 365 environment.

## Prerequisites

- None

## Course Details

### Outline

#### Module 1: Working with Sites

All SharePoint content is accessed through a site. A SharePoint site is the container for lists and libraries and provides a starting point for basic administration. The content, lists, libraries, and basic look and feel of a site is initially determined by the Site Template used to create the site.

#### Lessons

- Site Templates
- Creating Sites
- Site Navigation

#### Lab 1: Creating Team Sites

- Creating Team Sites

#### Lab 2: Creating a Blog Site

- Creating a Blog Site

After completing this module, students will be able to:

- Understand what Site Templates are.
- Understand the different types of Site Templates that come "out of the box" with different versions of SharePoint.
- Create a new site using Site Templates.
- Create a Project site.
- Create a Team site.
- Create a Blog site.
- Manage the sites listed in the top link bar.

#### Module 2: Page Content

SharePoint offers a couple of ways to add content to the pages in a site. The latest technique and the one implemented by the Team Site template is through wiki style pages. Another method that has been part of SharePoint since the beginning is the use of Web Parts and Web Part pages. Both techniques are similar in the output that can be created, and both Web Part pages and wiki pages share the ability to add Web Parts to them.

##### **Lessons**

- Wiki Library Pages
- Web Part Pages
- Working with Web Parts

#### Lab 1: Working with Wiki Pages

- Working with Wiki Pages

After completing this module, students will be able to:

- Understand what wiki pages are.
- Understand Web Part pages and Web Parts are.
- Add content to the Team Site Home page.
- Change the layout of the Team Site Home page.
- Create a Wiki page.
- Create a Web Part page.
- Add Web Parts.

#### Module 3: Site Columns and Content Types

One method of customizing SharePoint, in a way that can be reused throughout the site or site collection or even the whole farm, is to create Site Columns and Content Types. Site columns are the simplest element; they are essentially the same as list and library columns except that you create them at the site level and then they can be used throughout that site and any child site. Content Types are a combination of Site Columns as well as additional settings and information such as document

templates and workflows. Content Types, once created, can then be linked to lists and libraries.

#### **Lessons**

- Site Column Gallery
- Creating Site Columns
- Site Content Type Gallery
- Creating Content Types

Lab 1: Creating and Working with Content Types

- Creating and Working with Content Types

Lab 2: Adding a Content Type to a Library

- Adding a Content Type to a Library

After completing this module, students will be able to:

- Understand Site Columns.
- Understand Content Types.
- Create Site Columns.
- Create Content Types.
- Create a document template for a Content Type.
- Assign a Content Type to a list or library.
- Create new items based on a custom Content Type.

Module 4: Office Integration

One of the nice features of SharePoint is its ability to integrate with Microsoft Office applications. Note that this chapter explores integration with Office Online products, a browser-based version of Office that allows you to create and modify office documents. There are limits and they do not perform exactly as their locally installed counterparts.

#### **Lessons**

- Office Integration

Lab 1: Office Integration

- Office Integration

After completing this module, students will be able to:

- Create an alert

Module 5: Managing SharePoint Site Permissions

Permissions on a SharePoint site are assigned when a site is created. The default is that permissions assigned to the root of a site collection are inherited by child sites. At any time, permissions inheritance can be turned off at a site, list, library, or even at the item level in a list or library. The permissions themselves can be assigned to either SharePoint groups, individual users, or groups created outside of SharePoint such as Windows groups.

#### **Lessons**

- SharePoint Groups
- Assigning Permissions
- Permission Inheritance

Lab 1: Working with SharePoint Permissions

- Working with SharePoint Permissions

After completing this module, students will be able to:

- Understand SharePoint groups.
  - Create SharePoint groups.
  - Assign permission in SharePoint.
  - Manage permission inheritance at the site level.
  - Manage permission inheritance at the list or library level.
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